



# DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO

NAVAIRINST 3500.2C  
AIR-00B  
13 Oct 92

## NAVAIR INSTRUCTION 3500.2C

From: Commander, Naval Air Systems Command

Subj: NAVAL AIR SYSTEMS COMMAND HEADQUARTERS COMMAND CENTER

- Ref:
- (a) JCS SM-502-85, "Joint Operation Planning System, Vol IV, Crisis Action Procedures," 8 Jul 88
  - (b) OPNAVINST 1601.7G, "Navy Crisis Management Organization," 8 Jan 88
  - (c) OPNAVINST 5430.48C, CH3, "Office of the Chief of Naval Operations Organization Manual," 30 Jun 86
  - (d) NAVAIRINST 1601.1G, "Naval Air Systems Command Headquarters Duty Watch," 6 Oct 88
  - (e) Systems Commands' Continuity of Operations Plan (COOP), 15 Aug 91

1. Purpose. To establish procedures relating to the organization and operation of the Naval Air Systems Command Headquarters (NAVAIRHQ) Command Center.

2. Cancellation. This instruction supersedes NAVAIRINST 3500.2B of 21 Jul 1987. Since this is a major revision, changes are not indicated.

3. Scope. This instruction applies to mission related crises such as contingencies, mobilization, continuity of operations and war. It does not apply to internal security and anti-terrorism crises that are the responsibility of the NAVAIRHQ Security Director.

#### 4. Background

a. Reference (a) establishes the Joint Chiefs of Staff (JCS) Crisis Action Procedures (CAP) which provides for the logical and rapid exchange of information and directives required in formulating and executing decisions by the national command authorities for conducting military operations. The CAP utilizes the Joint Operation Planning Systems and the World Wide Military Command and Control System (WWMCCS) to conduct time sensitive planning.

b. Reference (b) provides the organization and functions of the Navy Command Center (NCC) and the Operations Coordination Group (OCG) which in turn support the Chief of Naval Operations (CNO) and the JCS CAP. The NCC operates continuously. The OCG is



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activated by the direction of the CNO and Vice CNO when the JCS implement emergency operations procedures or when situations develop that require more attention than can effectively be provided by the NCC.

c. Reference (c) authorizes establishment of the Logistics Planning and Execution Center (LPEC) under the functional control of the Deputy Chief of Naval Operations for Logistics (N4). The LPEC is activated by N4 to support the OCG/NCC during a crisis situation. The LPEC, when activated, serves as the CNO focal point for collection, analysis, and display of logistics and operational data required for review, evaluation, and execution of Joint and Navy Operational Plans (OPLAN), Logistic Support and Mobilization Plans, and real world crisis actions. Among other things, the LPEC is equipped with WWMCCS, secure voice, and comprehensive reference library, including current OPLANS.

d. The NAVAIRHQ, as provided by reference (d), has the responsibility for monitoring and conducting certain routine fleet support activities. In time of crisis, emergency, or selected special interest situations the requirements levied on the normal organization may tax the organization beyond either its capability or designed purpose. It is at such a time that the Commander, NAVAIR may decide to activate the Command Center. When fully operational the Command Center will operate on a 24 hour basis and will serve as the focal point for NAVAIR's timely response to "events".

e. Reference (e) provides general policy and procedural guidance for continuity of operations planning by the Systems Command Headquarters (SYSCOM) during an impending or actual national emergency or natural disaster. The Navy Emergency Relocation Site is identified and each SYSCOM is directed to prepare an annex to this continuity of operations plan detailing SYSCOM-unique information and guidance.

## 5. Concept of Operations

a. The NAVAIRHQ Command Center will consist of a dedicated team of highly skilled individuals specifically selected to monitor and respond to emergency or crisis situations. Though maintained in an inactive status, the Command Center will be capable of immediate activation. During its period of activation the Command Center will augment the normal NAVAIR organization and will be dedicated solely to the current situation.

b. NAVAIR's response to crisis situations will be managed by the Commander (AIR-00) as assisted by NAVAIRHQ staff. Depending on the exact nature of the crisis situation, AIR-00 may designate other personnel within NAVAIR to assume responsibility.

c. The NAVAIRHQ Command Center will be activated as directed by AIR-00, the Vice Commander (AIR-09), or the CNO through the NCC/OCG. The Command Center would normally be activated for any one of the following conditions:

(1) an actual or imminent real-world crisis situation of sufficient concern to warrant high level dedicated attention;

(2) a relocation situation, as described in reference (e), to provide a NAVAIRHQ response cell for the crisis situation prior to establishment of NAVAIR at the Navy Emergency Site (NERS), and to facilitate transition to the NERS should it become necessary; or

(3) selected Command Post Exercises to periodically test the response capability of NAVAIR.

d. The Command Center will directly support AIR-00, his designated representatives and the NAVAIRHQ staff. The Command Center will utilize the NAVAIRHQ Command Center Standard Operating Procedure and will serve as a coordination and control point by

(1) maintaining current situational awareness;

(2) providing communication with NCC/OCG, LPEC, field activities and other commands;

(3) acting as principal NAVAIR point-of-control on the crisis situation and interfacing directly with other Systems Command and higher authority;

(4) receiving and processing all inquiries and requests for NAVAIR action regarding the crisis situation;

(5) assisting NAVAIR organizational elements in responding to crisis situation requirements;

(6) tracking, by means of action items, certain specific items designated as "of interest" during the crisis situation;

(7) determining which NAVAIR code is responsible for each action item and coordinating resolution of all action items associated with the crisis situation within NAVAIR; and

(8) maintaining a data base to document NAVAIR actions taken/responses made relative to the crisis situation.

e. The Command Center will be staffed with headquarters personnel during a crisis situation short of a national emergency or mobilization. AIR-00 will designate which NAVAIRHQ codes will provide Command Center watch teams. NAVAIR Deputy Commander for

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Acquisition and Operations (AIR-01), Assistant Commander for Fleet Support and Field Activity Management (AIR-04), and Assistant Commander for Systems and Engineering (AIR-05) will each maintain standby teams. Any NAVAIRHQ code may be tasked for watch teams or assistance in an emergency. Command Center watch teams normally should be those members identified as part of the Strategic Alert Cadre of Emergency Staff Designees.

f. As available, or upon mobilization, Naval Reserve Naval Air Systems Unit 0266 (NAVAIR 0266), which is assigned to NAVAIRHQ as a part of the NAVAIR reserve program and which is staffed and trained to mobilize in support of the Command Center Operations, will relieve headquarters watch teams and assume the Command Center duties as appropriate.

6. JCS Command Post Exercise (CPX). The JCS conducts periodic CPX to evaluate plans and procedures. These CPX are the primary means for determining the effectiveness of OPLANS's and their supporting plans. NAVAIR participates in JCS CPX in support of the CNO and the Fleet. A major objective of NAVAIR in any JCS CPX is to evaluate cognizant plans and procedures to ensure their effectiveness. It is anticipated that the Command Center will be activated and utilized for most CPX. NAVAIR 0266 will be utilized during CPX as watch teams to the maximum extent possible. This will avoid unnecessary interruptions in the normal routine at NAVAIRHQ and provide excellent training opportunities for mobilization responsibilities.

7. Responsibilities

a. AIR-00B is responsible for

- (1) crisis management planning to include specific plans for crisis management, mobilization, and continuity of operations;
- (2) outfitting and maintaining the NAVAIRHQ Command Center;
- (3) operating the Command Center when activated; and
- (4) coordinating NAVAIR participation in all CPX.

b. AIR-01, AIR-04, and AIR-05 are each responsible for designating one standby Command Center watch team as enumerated in the SOP.

c. NAVAIR 0266 is responsible for

- (1) developing and maintaining the NAVAIRHQ Command Center

SOP, and making it available to designated watch team members;

(2) furnishing watch team members to man the Command Center when requested;

(3) training all NAVAIR 0266 personnel in Command Center SOP;

(4) maintaining reserve unit proficiency through participation in CPX;

(5) producing and supporting on a continuing basis the NAVAIR LSMP; and

(6) assisting AIR-00B in maintaining the NAVAIR COOP, annex L to reference (e).

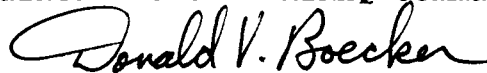
d. NAVAIR echelon 2 field activities are responsible for establishing and maintaining procedures for crisis management. The format and content will depend on the size and mission of each activity and are therefore left to the discretion of each activity commander.

8. Action

a. AIR-01, AIR-04, and AIR-05 will be prepared to provide command center teams when directed.

b. NAVAIR echelon 2 field activities develop, or update as necessary crisis management procedures. Notify COMNAVAIRSYSCOM, ATTN: AIR-00B, within 90 days of receipt of this instruction that the crisis management procedures have been reviewed/updated.

c. NAVAIR 0266 develop and maintain the NAVAIRHQ Command Center SOP and LSMP.

  
DONALD V. BOECKER  
Vice Commander

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